

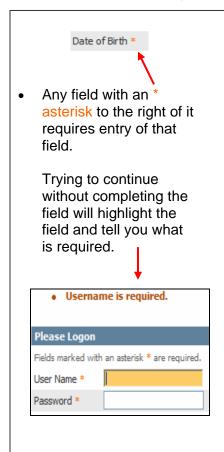
Claimant Self Service

The web address to file a claim via the Internet is as follows:

www.in.gov/dwd and click on the Uplink CSS link

When you file, please keep in mind:

- You must click on the New User? button the first time you use Uplink, but if you wish you may use the same username and password as you have in CS3.
- Using the TAB key or arrows on your keyboard will help you move from field to field.
- The BACKSPACE key and/or DELETE key will erase information if you make a typing error.





- If there are formatting requirements for a field, they will appear in parenthesis to the right of the field.
- Anytime you see a link like this,



more information is needed. You must click on the link to answer the additional questions.



 Date fields include an icon that you may use to select a date from a calendar.



By using the < (left) or > (right) arrows, you may move month to month, or you may use the drop-down arrows to:

- Choose the month
- Choose the year

Then click on the date in the calendar.

 Clicking on a <u>hyperlink</u> will give you a popup box explaining what is needed.

(IMPORTANT: You must turn off all popup blockers on your computer for this to work.)



Username

Enter a username which you will use every time you log in to the unemployment system. Your user name should be between 6 and 15 characters

You may use the same web address above to file your weekly claim voucher or to return to your Claimant Homepage anytime after filing your claim to view more helpful information about your claim.